

Julia Jeremiah

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Writer & Editor

Detail-oriented professional with extensive experience writing, editing, and proofreading content and marketing communications documents. Proven ability to produce clear cohesive content across diverse communication mediums. Former correspondent for the Philadelphia Tribune with advanced skills in interviewing; former editorial assistant for Pacer Financial and Delaware Investments. Served as item writer and developmental editor for A Pass Education Group; supervised team of six. Completed work for various clients including: EDICOM Group, iTutor Group, Bank Card Systems, BWP Hardwoods, and Nyack College. Meticulous researcher with exceptional time management, communication, and organizational skills. Demonstrate relentless persistence and versatility in successfully executing projects from concept to completion. Adept at using the following tools for remote work: Skype, Google Chat, Google Hangouts, Zoom, Google Drive, Dropbox, One Drive, Slack, and Microsoft Teams.

Areas of Expertise

- Reports
 - Case Studies
 - Features and News Articles
 - Magazine Publication
 - Book Editing
 - Content Strategy
 - Email Marketing
 - Document Formatting
 - Blogs
 - Brochures
 - Newsletters
 - Press Releases
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EXPERIENCE HIGHLIGHTS

XX Remote, 2020 – Present

Curriculum Writer

Conceptualize and write research based professional development lessons for teachers. Format Google Slides, edit content, and record voiceovers.

Key Accomplishments:

- Selected among numerous applicants to showcase innovative PD Lesson: A Family Service Project: Mastering R.A.C.E. Using Post Card Making and Loved Ones as a Text.

CONSULTING FIRM Remote, 2020 – Present

Copy Editor

Collaborate with program manager and lead editor to copyedit final curriculum products for departments of education in various states. Format Google Docs and Google Slides in accordance with style guide. Transfer and track files and curriculum metadata between various systems.

Key Accomplishments:

- Achieve 100% accuracy in formatting documents, revising curriculum products, and conducting quality assurance checks on final deliverables.

PROFESSIONAL SERVICES FIRM, Remote, 2019 – 2020

Writer

Crafted powerful resumes, persuasive cover letters, and tailored LinkedIn Profiles that secure interviews for individuals seeking employment or professional advancement. Clarified and confirmed clients' employment goals. Provided feedback about how to enhance career documents. Ensured prompt detail-oriented communication with clients in various locations and international time zones. Answered job related questions and coach clients on how to effectively use their career documents. Adhered to network guidelines and style guide. Abated customers' job search concerns by providing career-oriented advice. Applied critical writing and formatting strategies to help resumes pass ATS scans. Communicated effectively with lead editors and support team to solve issues and revise documents to meet customers' satisfaction.

Key Accomplishments:

- Integrated relevant key words and synthesize information from multiple sources to tell compelling stories and sell client skills.

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- Wrote for 15+ industries; affiliated with Professional Association of Résumé Writers & Career Coaches (PARWCC).
- Received accolades for earning numerous four and five star reviews.

CHARTER SCHOOLS, XX, XX, 2016 – 2019

English Language Arts Teacher

Devised and executed creative strategic plans to coach students to ELA mastery in an urban environment where below average standards, disrespect, and poverty are prevalent. Designed learning plans and curriculum using the Backwards design model. Arranged classroom to manage conflicts, eliminate distractions, mitigate disruptions, and promote positive behavior to ensure an optimal learning environment. Facilitated weekly ELA training sessions to annihilate academic weaknesses and boost academic growth. Created lesson plans and curriculum aligned to common core standards. Adapted learning exercises to accommodate 504 plans, IEP plans, and a wide range of learning styles. Analyzed achievement reports and tracked data to purposefully direct instruction and intervention. Transformed theoretical concepts into tangible realities to produce practical results and achieve company objectives. Focused on planning, organization, innovation, resourcefulness, flexibility, and the arts to adapt to volatile situations, maintain classroom continuity, and meet tight deadlines. Completed administrative tasks such as processing paperwork, filing reports, maintaining records, grading papers, and writing documents.

Key Accomplishments:

- Utilized various instructional design models to successfully engage 25+ sixth and seventh grade students for 90-minute learning sessions.

ASSOCIATION OF REALTORS, XX, XX, 2015

Events, Education & Communication Coordinator

Responded to 20+ incoming calls daily and acted as a resource and guide to board members. Resolved technology related issues to ensure seamless workflow processes. Wrote, edited, and proofread documents. Created newsletters, posters and flyers that emphasized the board's objectives. Updated website and social media sites regularly. Tracked course registrations and student attendance.

Key Accomplishments:

- Served as staff liaison to resolve issues and ensure smooth communication between eight committees and 3,000+ association members.
- Advised 50+ realtors about which classes to take to complete their continuing education requirements.

UNIVERSITY, XX, XX, 2012-2014

Adjunct Developmental Writing Instructor/Writing Coach

Trained 20+ students in the art of writing essays and mastering grammar skills. Conducted 3+ information retrieval sessions throughout the semester to activate prior knowledge and boost student growth. Incorporated Kolb's experiential learning cycle into assessments to help students arrive at insight. Proofread 100+ papers.

Key Accomplishments:

- Revamped assessments for developmental writing class using Bloom's taxonomy; achieved a 100% final exam pass rate.
- Restructured composition course using Kemp's Instructional design model; achieved a 98% final exam pass rate.

NON-PROFIT FOR YOUTH, North Jersey, 2009 – 2012

Volunteer Operations Leader

Oversaw all administrative tasks related to marketing, public relations, consumer relations, and fundraising. Completed miscellaneous tasks such as cold calling, developing office stationery, securing event locations, and collaborating with outside vendors such as speakers, dancers, and performers. Answered general inquiries and maintained constant communication with the public. Researched grants and wrote grant proposals.

Key Accomplishments:

- Spearheaded non-profit's first all boys' empowerment conference comprised of 30+ young men in grades 6 – 12.
- Masterminded non-profit's first all girls' empowerment conference composed of 50+ young ladies in middle school and high school.

- Utilized social media, word of mouth, and grassroots efforts to promote conferences to leaders of 25+ organizations.
- Wrote impactful donation request letters to solicit food support from major companies; Received donations from Chik-fil-A, Dunkin Donuts, Pizza Hut, Domino's, and Shop Rite.

ORGANIZATIONAL MANAGEMENT PROGRAM, XX, XX, 2008 - 2009

Assistant to the Registrar's Office

Answered general inquiries and completed miscellaneous administrative tasks to support office workflows. Counseled students on which classes to register for. Audited transcripts to award transfer credit. Traveled to local registration sites to enroll students in classes. Operated Banner database system to input student information.

Key Accomplishments:

- Helped organize graduation event for 100+ individuals.
- Maintained and updated 50+ student files to ensure successful audits.

Additional Experiences

Dissertation Editor/Writing Coach, Exousia Communications, Remote: Five years of experience coaching doctoral students on writing best practices as well as editing dissertations and papers for PhD candidates.

Freelance Spanish to English Translator, EDICOM, Remote: Four years of experience translating documents for multinational e-invoicing company.

Biography Editor, AFS Intercultural Programs, Remote: Edited 50+ student biographies.

Radio Transcript Editor, Time For Hope, Remote: Edited radio transcript for major non-profit organization.

Mystery Shopper Report Editor, Bare International, Remote: Edited 100+ mystery shopper reports for clarity and coherence.

Newsletter Writer, BWP Hardwoods, Brookville, PA: Wrote and edited 8+ company newsletters to improve communication between 50+ employees and managers.

Editorial Assistant, Delaware Investments, Philadelphia, PA: Proofread marketing documents.

Editorial Assistant, Pacer Financial, Wayne, PA: Wrote and proofread marketing documents.

EDUCATION

Bachelor of Arts in English and Spanish | University, XX, XX

Certificates: Social Entrepreneurship, Grant Proposal Writing

Professional Development: The Neuroscience of Learning, Models of Instructional Design, Needs Analysis, Storyboarding, Adult Learners, Creating Video Training, Working with SMEs, Writing Effective Learning Objectives, Agile Instructional Design, Measuring Learning Effectiveness, Introduction to Screencasting